



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	37H	Youth Case Management Services	12/2/2008
Subchapter:	2	Program Operation	
Section	6	Records (N.J.A.C. 10:37H-2.6)	

§10:37H-2.6 Records

(a) The PA shall maintain individual records in an up-to-date organized manner. The records shall contain all relevant client information and shall be maintained to preserve confidentiality. The records shall contain the following:

1. Intake information;
2. A comprehensive assessment;
3. A service plan;
4. All progress notes;
5. A signed release of information;
6. Written indication that client's rights were discussed and, if available, a copy was distributed; and
7. A discharge summary, when appropriate.

(b) YCM services shall be related to the youth's needs and shall be documented and stated through clear goals, objectives and interventions.